



केन्द्रीय विद्यालय संगठन (मुख्या)  
शहीद जीत सिंह मार्ग, १८ संस्थागत क्षेत्र,  
नई दिल्ली - ११००१६

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**F. 110338-01/2018-19/KVSHQ/Acad**

**By Speed Post/ E-mail**

**Date: 06-12-2017**

**The Deputy Commissioner / Director**  
**Kendriya Vidyalaya Sangathan**  
**All Regional Offices / ZIETs.**

**Sub: - In-service Training Courses (in double spell) during the session 2018-2019 for PGTs (all subjects), TGTs (all subjects except AE/WE/Library/Yoga/P&HE), HDMs and PRTs (except Music) of Kendriya Vidyalayas - regarding.**

Madam/Sir,

As per the scheme in vogue and approved by the AAC & BOG, Kendriya Vidyalaya Sangathan has to conduct In-service Training Programmes, for the session 2018-19, split-up into 2 spells of 12+10 days as per the guidelines issued vide letter F. No.11016/01/2009/ KVS HQ/Acad. dated 28.08.09. The first spell of 12 days will be organised during the summer vacation and the second spell of 10 days would be conducted during the winter break. As far as possible, the second spell of the course will be conducted at the same venue where the first spell of the 12 day course was conducted and the same Director will be deputed for it. The courses for Primary teachers will preferably be organized at Regional level itself at suitable venues identified in the Regions concerned.

It is proposed to collect names of subject teachers for single spell and for double spells separately this time.

**BROAD OBJECTIVES**

The In-service training courses are to be organised by KVS (HQ) at ZIETs or other Venues. The main objective of organizing these In-service Courses is to enhance the levels of competence/commitment and performance of teachers. The requirement of such training has become more important because of the rapid changes in social, economic and technical environment of the students. With the emphasis on constructivism as a teaching-learning approach, and examination reforms to suit the teaching approach in the NCF-2005, and the implementation of the unified scheme of assessment, teachers are required to get refreshed and updated, and are to be prepared to take up the challenges with ease in order to translate the principles into practice.

All In-service Training Programmes, therefore, aim at enhancing the effectiveness of the teachers' ability to:

- i. Gauge the potential of the students
- ii. Assess the students' level of achievement
- iii. Increase their competency as a teacher
- iv. Improve the effectiveness of their performance
- v. Use & improvise support materials required for teaching learning process

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- vi. Take optimum advantage of opportunities despite the limitations of the system in terms of time available, non-flexible curriculum, intake of students, etc.
- vii. Enhance their level of commitment
- viii. Meet expectations of the administration & the objectives of the organisation,
- ix. Seek and extend co-operation to parents and community
- x. Enhance their own personality by constantly updating and learning
- xi. Use of Information Technology and multimedia in regular and meaningful planning, delivery & evaluation of the curriculum
- xii. Develop healthy habits and useful values among students
- xiii. Hone the students' skills by examples, activities, practices, diagnosis, remedial action and constant follow-up
- xiv. Bring about attitudinal change to become a lifelong learner and change manager
- xv. Provide a forum to share innovations undertaken in different KVs
- xvi. Respect and understand the provisions of the RTE Act 2009.

**CRITERIA FOR SELECTION OF PARTICIPANTS:**

***All Regional Offices are requested to instruct the Kendriya Vidyalayas to identify and send the names of subject teachers\* for participation in the In-service Training Programmes for the session 2018-19.***

***\*The names of PGTs (all subjects), TGTs (all subjects except AE/WE/Library/Yoga/P&HE), HDMs and PRTs (except Music) are to be forwarded.***

**PROFORMA 1**

**Priority A)**

While selecting the participants, priority is to be given to the teachers who are due for grant of senior scale / selection grade on or before 30.06.2019 and have not attended any In-service training programme in the same cadre since 2013, as they have to undergo 3 weeks' In-service training programme within preceding six years from the date they are eligible for Senior Scale / Selection Grade to fulfill the mandatory requirement for grant of Senior scale/Selection scale.

**Priority B)**

The second priority will be of all those teachers who have not attended any In-service training programme since 2013.

**PROFORMA II**

All those promoted teachers i.e. TGTs and PGTs who have not undergone training in the promoted post should be enlisted in a separate list.

**Please Note:-**

- a) Teachers who are coming under LTR category **must not be sponsored** for In-Service training programme unless they are due for senior scale or selection grade during the next three years and have not attended 21 day in-service training programmes within preceding six years from the date they are eligible for Senior Scale/ Selection Grade.
- b) Female teachers having infants below the age of two years may be granted exemption, if sought, provided the individual is willing to forgo the financial benefits (if any).

**PROPOSAL FOR VENUES:**

All ROs are requested that they forward a list of proposed venues where courses can be conducted (Proforma- III).

The following points may please be kept in view while suggesting the venues for various in-service courses:

- Providing good board and lodging facilities to the participants.

- Accessibility by Rail/Road etc.
- Having reasonably good library and audio-visual aids.
- Computer laboratory with Broadband connectivity.
- Availability of guest speakers from IITs/Engg Colleges/Universities/ Colleges of Education and Institutions of Sciences and Technology etc.

Proposal for venues be sent separately in **Proforma- III.**

**SELECTION OF DIRECTOR/ASSOCIATE DIRECTOR/RESOURCE PERSONS:**

The norms for the Course Directors/ Associate Directors/ Resource Persons to be deputed for the In-service Training courses for different cadres are as follows:

| Category                                    | Director  | Associate Director                                   | Resource Persons         |
|---|---|--|--------------------------|
| PGT   | Director, ZIET /<br>Asst. Commissioner / Principal with<br>Masters in the subject | Principal / Vice<br>Principal                        | Two PGTs                 |
| PGT (Promotee,<br>by DPC & LDE)             | Director, ZIET /<br>Asst. Commissioner / Principal with<br>Masters in the subject | Principal / Vice<br>Principal                        | Three PGTs               |
| TGT (Regular/<br>Promotee, by<br>DPC & LDE) | Director, ZIET /<br>Asst. Commissioner / Principal with<br>Masters in the subject | Principal/VP/ Sr.<br>PGT(min. 10 yrs.<br>experience) | Three PGTs               |
| PRT   | Principal   | -  | One HM & two Sr.<br>PRTs |
| HM  | Director, ZIET  | Principal/VP   | Two Sr. HMs              |

While selecting Course Directors, Associate Directors and Resource Persons for various In-service Courses, the Asst. Commissioners/ Principals/ Vice-Principals/ HMs/ Teachers who have been recognized by the KVS under various programmes/Incentive schemes as enumerated below should be given priority for selection:

1. For PGTs in-service courses to be organized in schools, the Director should be an Assistant Commissioner / Principal having Master's Degree in the concerned subject.
2. For TGTs in-service courses, the Director will be the Principal and Associate Director may be a senior PGT. One of the two may be from the Vidyalaya where the course is conducted.
3. For Primary Teachers, In-service course Director will be a Principal.
4. Assistant Commissioner and Principals who underwent training under SAT Programme conducted by DOP&T (held at Shimla)/ trained in constructivist approach of learning at HBCSE Mumbai/underwent Educational study tour to Germany.
5. KVS Incentive Awardee /National Awardee Principals, Vice-Principals, HMs and other teachers
6. Teachers deputed by KVS under Teacher Exchange Programme / Cultural Exchange Programmes / under programmes like Fulbright Scheme / Japan Teacher Exchange Programme etc.
7. Teachers who have undergone training programme / diploma course from NCERT in Guidance and Counseling.
8. Teachers deputed by KVS under specialized trainings in NCERT / NUEPA / TTI/ IIMs/ IITs, etc.
9. Teachers trained in Constructivist approach of learning at HBCSE, Mumbai.
10. Teachers trained in innovation in Mathematics Education at IDC, IIT Mumbai.

**Note:** In case the required number of teachers who have undergone any one of the programmes as mentioned at (1) to (10) above are not available in a region, services of such teacher(s) from other KVS Regional Offices may be utilized as a Resource Person for In-service training programmes to be conducted at ZIETs / other training venues.

The details of such selected Resource Persons should be sent separately in **Proforma IV.**

It has been observed that in some cases the guest speakers invited from outside the KVS do not do proper justice with the participants. They often deliver lectures which are irrelevant to the needs of our teachers and outside the context of the KVS. As a result, whereas many teachers do not pay adequate attention to the lectures, in-house talents of KVS are also not properly utilized. Many of our teachers are competent to discuss various pedagogical issues and capable of content enrichment with their experience in actual classroom transactions. There is explicit need to utilize their learning through group activities. The Guest Speakers should be judiciously selected, not exceeding the norms in a 12/10 day In-service course. The Director/Associate Director/Resource Persons should interact with the participants on various issues regularly every day.

In each Training course a PGT (Comp. Sc.), preferably having background of similar subjects, may be engaged for 5 days for giving hands-on experience in IT and Multimedia to the trainees in order to make them competent in using IT in planning, teaching-learning, evaluating and analyzing the performance of self and students. The concerned Regional Office will ensure availability of the services of PGT (Comp. Sc.) at the venues/ZIETs located in the Region.

**COLLECTION OF DATA:** The following steps are to be taken for the collection of data for In-service Training for the session 2018-19:

**At Vidyalaya Level:**

- i) Each RO will circulate the information to schools immediately.
- ii) Principals have to ensure that no teacher who falls under priority A & B is left out.
- iii) **Principals shall circulate this information among all the staff, and also the record of names sponsored, so that the individuals are aware of the conditions. The acknowledgement of this must be kept on official records, for reference at a later date, in case of any claim/representation by teacher. Teachers shall not drop out or seek to be included on a later date, based on the venue.**
- iv) Forward hard copy and soft copy to respective Regional Office, **only in the given format (in MS Excel)**

**At Regional Office Level:**

RO should compile the data in MS Excel work book and forward to concerned ZIET under which the RO falls.

**At ZIET Level:**

ZIETs will compile the data from all its feeder regions and send the soft copy in MS Excel to ZIET Mumbai.

**TIME LINE:**

|            |   |
|------------|---|
| 15.12.2017 | Data collection, compilation & dispatch to RO by KV |
| 22.12.2017 | RO to send the soft copy to concerned ZIET          |
| 30.12.2017 | ZIETs to send the consolidated lists to ZIET Mumbai |
| 08.01.2018 | Consolidated proposal to KVS HQ by ZIET Mumbai      |

The distribution of Regional Offices under each ZIET is as under:

| ZIET<br>Mumbai                   | ZIET<br>Gwalior  | ZIET<br>Mysore                                    | ZIET<br>Chandigarh                                    | ZIET<br>Bhubaneswar  |
|----------------------------------|--|---|---|--|
| Ahmedabad,<br>Jaipur &<br>Mumbai | Bhopal,<br>Jabalpur,<br>Lucknow,<br>Agra, Raipur<br>& Varanasi | Bangalore,<br>Hyderabad<br>Ernakulam<br>& Chennai | Chandigarh,<br>Dehradun,<br>Delhi, Jammu<br>& Gurgaon | Guwahati ,<br>Silchar, Ranchi,<br>Kolkata, Patna,<br>Tinsukia &<br>Bhubaneswar |

#### **PRE TRAINING PREPARATIONS :**

1. The Course Director of each course should develop a need assessment proforma specific to their subject content, listing out the different areas covered under the latest curriculum and send it to the participants of the course at least one month in advance and get back within 15 days before date of commencement of the in-service training programme.
2. An analysis of the need assessment proforma should be done by the Course Director to identify the generic and individual need areas related to the subject content.
3. The areas identified by most of the participants should be taken as thrust areas and external experts should be engaged to enrich, refresh, reinforce, update and upgrade their knowledge in those specified areas.
4. Time budgeting for the in-service course – content enrichment- 60%, attitude building- 15%, transactional skills – 25%.

#### **POST TRAINING FOLLOW-UP :**

- i. The learning index of each training is to be calculated and communicated to the Principal of the trainee through their participation certificate.
- ii. The follow up proforma / tool should be sent by the Course Director to the Principal of the trainee.
- iii. Principal should record observations and send it to the Assistant Commissioner concerned.

**It is to be noted that the following types of issues/grievances do not arise:**

1. Selected teacher be exempted on the ground that the teacher has already attended a training programme in the last 5 years.
2. A teacher's name is missing in the selected participants list and has to be included subsequently.
3. A teacher's name is included in the list of another subject inadvertently.
4. A promotee teacher's name is included in the list of regular teachers' list and vice-versa.

Such issues must be avoided by careful scrutiny based on the above criteria at the Vidyalaya / RO level.

Further, it is informed that the list of participants be sent in 'excel' programme only. The 'Designation' of the teacher participants should be mentioned clearly and correctly, keeping in view the changes made in designations. KV may use designation as given in staff sanction orders. To avoid ambiguity, designation for TGT Science should be written as TGT (Sc.) and not as TGT (Bio.). This helps in sorting of data correctly and avoiding errors. It is, therefore, suggested that subject codes to be used for transfer applications may be used to maintain uniformity and facilitate compilation. The Gender and category of the participant should not be left blank. The current active e-mail id of the Vidyalaya must be furnished.

**Note:**

The names of directly recruited teachers who have not completed one year service as on April 2018 should not be sponsored.

The names of PRTs who have completed/ are awaiting results of/ are presently enrolled in CPPDPT should not be sponsored.

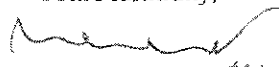
It may be conveyed to please note that organization of In-service Courses is a time bound activity and hence the schedule should be adhered to scrupulously.

The formats to be sent are as under:

- I -Priority (A) & (B)
- II -Promoted teachers
- III -List of proposed venues
- IV -List of Director, Associate Director, Resource Persons, etc.


This issues with the approval of the competent authority.


Yours faithfully,

  
(Dr. Shachi Kant) 06/12/17  
Joint Commissioner (Trg.)

Copy to:

1. PS to Commissioner, KVS (HQ), New Delhi.
2. PS to Additional Commissioner (Acad.), KVS (HQ), New Delhi.
3. File.
4. DC (EDP), with the request to upload on the website of KVS (HQ).

  
Joint Commissioner (Trg.) 06/12/17

  
14/12/17

Region: \_\_\_\_\_ Category \_\_\_\_\_

**LIST OF ELIGIBLE PARTICIPANTS**

| Sr. No. | Name of the Teacher | MALE/<br>FEMALE | Cadre | SUBJECT | K.V | E-mail Id of K.V. | Region | GEN/SC/<br>ST/OBC | Date since working in the present post | Senior Scale/Selection Scale due in the month/year | Last In-service course attended in the year | Remarks |
|---------|---------------------|-----------------|-------|---------|-----|-------------------|--------|-------------------|--|--|---|---------|
| 1       | 2                   | 3               | 4     | 5       | 6   | 7                 | 8      | 9                 | 10                                     | 11   | 12  | 13      |
|         |                     |                 |       |         |     |                   |        |                   |  |  |   |         |

*It is certified that the above information is correct as per the office record.*

*Signature of Deputy Commissioner*

LIST OF ELIGIBLE PARTICIPANTS

Region: \_\_\_\_\_ Category \_\_\_\_\_ Subject :

| Sr. No. | Name of the Teacher | MALE/<br>FEMALE | Cadre | SUBJECT | KV | E-mail Id of K.V. | Region | GEN/SC<br>/ST/OB<br>C | Date Since working in the present post | Last In-service course attended in the year | Remarks |
|---------|---------------------|-----------------|-------|---------|----|-------------------|--------|-----------------------|--|---|---------|
| 1       | 2                   | 3               | 4     | 5       | 6  | 7                 | 8      | 9                     | 10                                     | 11  | 12      |
|         |                     |                 |       |         |    |                   |        |                       |  |   |         |

*It is certified that the above information is correct as per the office record.*

SIGNATURE OF THE DEPUTY COMMISSIONER



**LIST OF ELIGIBLE PARTICIPANTS**

**Region:** \_\_\_\_\_ **Category** \_\_\_\_\_ **Subject :**

| Sr. No. | Name of the Teacher | MALE/<br>FEMALE | Cadre | SUBJECT | K.V | E-mail Id of K.V. | Region | GEN/SC/<br>ST/OBC | Date of joining in promoted post | Name of the course last attended in the promoted cadre and dates |
|---------|---------------------|-----------------|-------|---------|-----|-------------------|--------|-------------------|----------------------------------|--|
| 1       | 2                   | 3               | 4     | 5       | 6   | 7                 | 8      | 9                 | 10                               | 11   |
|         |                     |                 |       |         |     |                   |        |                   |                                  |  |

*It is certified that the above information is correct as per the office record.*

**SIGNATURE OF THE DEPUTY COMMISSIONER**

**LIST OF PROPOSED VENUES**

Name of the Region : \_\_\_\_\_

| <b>Sr. No</b> | <b>Subject</b> | <b>Name of the KV</b> | <b>REGION</b> | <b>Name of Course Director and Address</b> | <b>Name of the Associate Director &amp; Address</b> | <b>Name of the Resource Person</b> |
|---------------|----------------|-----------------------|---------------|--|---|------------------------------------|
| <b>1</b>      | <b>2</b>       | <b>3</b>              | <b>4</b>      | <b>5</b>                                   | <b>6</b>  | <b>7</b>                           |
|               |                |                       |               |  |   |                                    |

**SIGNATURE OF THE DEPUTY COMMISSIONER**

LIST OF RESOURCE PERSONS

| Sr. No. | Subject | Name | Designation | MALE/<br>FEMALE | Kendriya<br>Vidyalaya | REGION | Qualificati<br>on | Whether received any<br>KVS award/ participated<br>in any programme as per<br>list given in the letter | Date of Joining in the<br>present cadre |
|---------|---------|------|-------------|-----------------|-----------------------|--------|-------------------|--|---|
| 1       | 2       | 3    | 4           | 5               | 6                     |        | 7                 | 8  | 9                                       |
|         |         |      |             |                 |                       |        |                   |  |   |

SIGNATURE OF THE DEPUTY COMMISSIONER